



United States Fish & Wildlife Service

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12/27/2002

Memorandum

From AD-Budg, Planning & Hum Res
Subject Headquarters Human Resources Moving January 6th

Headquarters Human Resources (HQHR) is moving to their new offices at 4501 North Fairfax Drive effective January 6, 2003. HQHR is excited about being co-located and closer to other Fish and Wildlife Service offices. Here is the new contact information:

Mailing Address: Fish and Wildlife Service
Headquarters Human Resources
Mail Stop HR-2000
4401 North Fairfax Drive
Arlington, Virginia 22203

Phones & Fax: Phones and fax numbers for HQHR remain the same. Below is a list of staff members and the programmatic areas they service. The fax numbers are 703-358-2224 or 2525.

Mail Stop: Internal mail should be addressed to Mail Stop HR-2000

Visitors: 4501 North Fairfax Drive - Suite 2000. We are located on the 2nd floor adjacent to the elevator lobby.

Office Hours: 8:00 a.m. to 4:30 p.m.

Applications: Hand delivered applications should be brought to 4501 North Fairfax Drive, Suite 2000. Mailed applications should be sent to:
Fish and Wildlife Service
Headquarters Human Resources
Mail Stop HR-2000
4401 North Fairfax Drive
Arlington, Virginia 22203

Areas of Responsibility:

The following team services EA, IA, LE, BMO, BPHR:

Ed Dinep, Team Leader	703-358-2592
Joeanna Headen	703-358-2593
Marquis Chambliss	703-358-2583
Jessica Jones	703-358-2578
Teresa Oliver	703-358-2560

The following team services NWRS, MBSP, ES, FHC:

Leigh Delaughter	703-358-2591
Cheryl Brunk	703-358-2594
Diane Johnson	703-358-2579
Kathy Cannavino	703-358-2576

Our mission is working with others to conserve , protect, and enhance, fish, wildlife, and plants and their habitats for the continuing benefit to the American people.